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| --- | --- | --- |
|  | Date: | Enter |
|  | **CLASSIFIED STAFF PERFORMANCE EVALUATION** |
| **Minnesota Statute 43A.20 states that employees in the civil service and executive branch shall be evaluated and counseled on work performance at least once a year.** In Compliance with Minnesota Statute, Chapter 13, Section 13.04, Subdivision 2, you are being informed that the information collected through the use of this form will be used to document your performance on an annual basis. The information may be used in decisions concerning advancement, reassignment, training needs, performance-related salary adjustments, disciplinary action, and as evidence in contested disciplinary actions. This information is available to your supervisor, the Director of Human Resources, and other employees whose job assignment requires access. |

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| Employee: | Click here to enter text. |  | Job Classification:  |  Click here to enter text.  |
|  |  |  | (example: Office & Administrative Specialist) |
| Working Title : | Click here to enter text. |  | Division: |  Click here to enter text. |
|  | (example: Office Coordinator) |  |  |
| Department: | Click here to enter text. | Supervisor: | Click here to enter text. |
|  |  |  |  |  |
| Type of Evaluation: | [ ] Mid-point [ ] Annual [ ] Other | Evaluation Period: | From: | Enter | To: | Enter |

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| **ALL SECTIONS ARE REQUIRED** |

 **Performance Ratings and Codes**

Please use the following performance ratings in completing the evaluation.

**Exceeds Expectations:** Employee exceeds job requirements/performance standards and objectives. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions. Contributions extend beyond their position adding value to the overall University.

**Meets Expectations:** Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.

**Needs Improvement:** Performance is below expectations; however, some job requirements may be achieved. May not consistently demonstrate basic comprehension, required skills or initiative for the position. Corrective action or improvement is required. Requires frequent direction and supervision.

*(Responsibilities should coincide with the responsibilities listed in the Position Description and should not exceed a total of 8.)*

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| --- | --- | --- | --- |
| **List responsibilities directly from employee’s position description.** | Exceeds Expectations | Meets Expectations | Needs Improvement  |
| Responsibility #1 Click here to enter text.  |[ ] [ ] [ ]
| Responsibility #2 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #3 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #4 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #5 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #6 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #7 Click here to enter text. |[ ] [ ] [ ]
| Responsibility #8 Click here to enter text. |[ ] [ ] [ ]

*(Responsibilities should coincide with the responsibilities listed in the Position Description and should not exceed a total of 8. Comments are required for each category.)*

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| A | **JOB KNOWLEDGE** | * Demonstrates a clear understanding of the role and scope of his/her assignments and job responsibilities
* Is skilled in specialties demanded by his/her assignment
* Fully understands Minnesota State and university policies, procedures and regulations, as well as how they relate to his/her position
* As new processes or technologies are introduced, is able to learn and use them appropriately
 | [ ]  Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
| Comments: Click here to enter text. |
| B | **QUALITY OF WORK** | * Work completion is consistently thorough and accurate
* Work demonstrates strong attention to detail
* Assignment directions are closely followed producing precise, accurate work without errors
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
| Comments: Click here to enter text. |
| C | **QUANTITY OF WORK** | * Efficiently manages time and workload
* Demonstrates ability to prioritize and organize work duties to ensure practical completion
* Independently completes projects in a timely manner meeting all established deadlines
* Balances multiple work priorities and tasks simultaneously
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  Comments: Click here to enter text. |

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| D | **INITIATIVE AND CONTINUOUS IMPROVEMENT** | * Seeks new and innovative ways of accomplishing tasks more efficiently
* Uses discretion and independently takes appropriate action, within position parameters
* Offers assistance to others willingly and supports team processes and decisions
* Willing to learn new tasks and take on new assignments
* Recognizes deficiencies and seeks assistance when appropriate
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  Comments: Click here to enter text. |
| E | **COMMUNICATION AND INTERPERSONAL RELATIONS** | * Demonstrates professionalism, civility and courtesy in all communications
* Exhibits strong customer service skills and relations
* Positively and cooperatively interacts with others in group/team (department, committee, etc.) settings
* Maintains positive working relationships with all constituents, such as students, faculty, staff, management, etc.
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  Comments: Click here to enter text. |
| F | **DIVERSITY**  | * Shows sensitivity to and consideration for others
* Demonstrates cultural competence and sensitivity to diversity
* Seeks varied viewpoints and experiences
* Displays empathetic listening skills and respects individual differences
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  |  Comments: Click here to enter text. |
| G | **DECISION-MAKING AND PROBLEM SOLVING**   | * Makes decisions in a timely manner and takes appropriate action
* Identifies and evaluates problems objectively
* Formulates sound decisions and recommendations
* Demonstrates resourcefulness in problem-solving
* Accepts and adapts to changing situations as necessary
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  |  Comments: Click here to enter text. |
| H | **ATTENDANCE / DEPENDABILITY**  | * Punctuality at the start of the workday
* Punctuality at the start and end of break time(s)
* Willing to perform overtime or extra effort/duties as needed
* Takes responsibility for his/her actions
* Consistent acceptable or high performance
* Regular and consistent attendance
 | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  Comments: Click here to enter text. |
| I | **REQUIRED -** FOR PERFORMANCE EVALUATIONS OF SUPERVISORS ONLY: In the last 12 months, this supervisor has completed and conducted a performance evaluation for all of his/her direct reports and sent the original, signed form to Human Resources: [ ] Yes [ ]  NoWithin the last three (3) years, position descriptions for all of this supervisor’s direct reports have been updated, signed by the employee and supervisor and sent to Human Resources: [ ] Yes [ ]  No |
| J | **OVERALL****EVALUATION** | The overall evaluation rating should reflect the assessment of the employee’s total performance, based upon the above criteria. In determining the overall rating, the criteria should be considered according to the employee’s duties and responsibilities, while not overemphasizing one particular criteria over another. | [ ] Exceeds Expectations[ ] Meets Expectations[ ] Needs Improvement |
|  Comments: Click here to enter text. |
| K | **REQUIRED** - GOALS AND PROFESSIONAL DEVELOPMENT PLANS: List and define goals directly related to job responsibilities that the employee should meet by the next performance evaluation. The supervisor shall have discussions with the employee and seek input prior to completing this section. Please note: Responsibilities or competencies that were indicated as areas that need improvement must be included in this section with specific goals and action steps for improvement. Goal 1: Click here to enter text.Action Step and Timeline:Click here to enter text.Goal 2: Click here to enter text.Action Step and Timeline: Click here to enter text.Goal 3: Click here to enter text.Action Step and Timeline: Click here to enter text.(List additional goals below if necessary.)Click here to enter text. |

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| L | EMPLOYEE’S COMMENTS (Optional): Click here to enter text. |
| M | **POSITION DESCRIPTION:** Position descriptions shall be reviewed annually and updated at least once every three (3) years, or sooner if position changes are made. A copy of the employee’s revised or rewritten position description shall be submitted to Human Resources with a copy of the performance evaluation.**The current position description is:**[ ]  An accurate reflection of the current responsibilities and performance standards.[ ]  Revised to reflect changes in the position and/or performance standards. [ ]  Rewritten because it is three (3) years old. |

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| Click or tap here to enter text. |  |   |
| Supervisor/Evaluator’s Printed Name |  |  |
| Supervisor/Evaluator’s Signature *(I have completed the above evaluation and met with the employee to review.)* |  | Date |
|  |  |  |
| Click or tap here to enter text. |  |  |
| Employee’s Printed Name |  |  |
| Employee’s Signature *(I have read the above evaluation.)* |  | Date |
| Click or tap here to enter text. |  |  |
| Evaluator’s Supervisor’s Printed Name |  |  |
| Evaluator’s Supervisor’s Signature *(I have read and concur with the above evaluation.)* |  | Date |

**Supervisor’s Guide to Conducting a Successful Performance Evaluation**

BEFORE

* Schedule the evaluation with the employee at least one (1) week in advance of the meeting.

* Ensure that performance will be evaluated objectively and on the basis of direct measures of job performance and results.
* Ensure that employee behavior and personal traits will be considered only to the extent that they are job-related and affect job performance.
* Ensure that the review is fully completed, including checking all appropriate boxes, as well as completing comments sections for all areas.

DURING

* Meet with the employee as scheduled in a private, confidential setting without interruption.
* Review the purpose of the evaluation.
* Proceed with the meeting, reviewing each section of the performance evaluation, including the overall summary of the evaluation.
* Allow the employee the opportunity to respond to the evaluation.
* Discuss goals, action steps and timelines with the employee.
* Offer the employee the opportunity to make written comments on the evaluation.
* Ask the employee if they have any questions.
* Ask employee to sign the performance evaluation form and explain that the original form will be sent to Human Resources for placement in their personnel file. \*Note\* If the employee refuses to sign, please indicate, ‘Employee refused to sign’ on the employee signature line and indicate the date.
* Provide the employee with a copy of the evaluation.

AFTER

* Secure your supervisor's signature.
* Send original, performance evaluation, including all signatures, to Human Resources in a confidential, sealed envelope.
* If applicable, send updated, original position description, including all signatures, to Human Resources. Please also email an electronic copy of the position description to the appropriate Generalist for your College/Division (<https://admin.mnsu.edu/human-resources/contact-human-resources/human-resources-staff/> )